

Committee for Public Counsel Services Children and Family Law Program

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MEMORANDUM

To: _____
Fr: Andrew Cohen, CAFL Staff Attorney
Re: Request to Re-open NAC # _____
Date: _____

In order for CPCS to process your request to re-open the above Children & Family Law NAC, please send a brief note to Staff Attorney Andrew Cohen setting forth the following information:

- (1) the NAC number;
- (2) the client name and whether the client is a child or parent;
- (3) the reason for the NAC closure (i.e., "I pushed the wrong button on telebill," or "I closed the case after a c&p trial when it was off-listed");
- (4) the reason CPCS should re-open the NAC (i.e., "I wish to file/oppose a motion for visitation," or "I will be filing a motion for review and redetermination"); and,
- (5) the current status of the case and the date, if set, of the next court hearing (i.e., "The case is post-trial and is scheduled for permanency hearing on 10/10/01," or "The child has been freed for adoption, adoption is scheduled for 10/10/01, and the child is seeking sibling visits.")

Unfortunately, we cannot process your request absent the above information. Thank you for your cooperation in this matter. If you have any questions, I can be reached at (617) 988-8310.